



Winter 2012 Tech Catalog

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This Issue:

Computer Classes by Solvonex

*Tablet Bundle
at the Reverse Raffle*

Latest Offerings

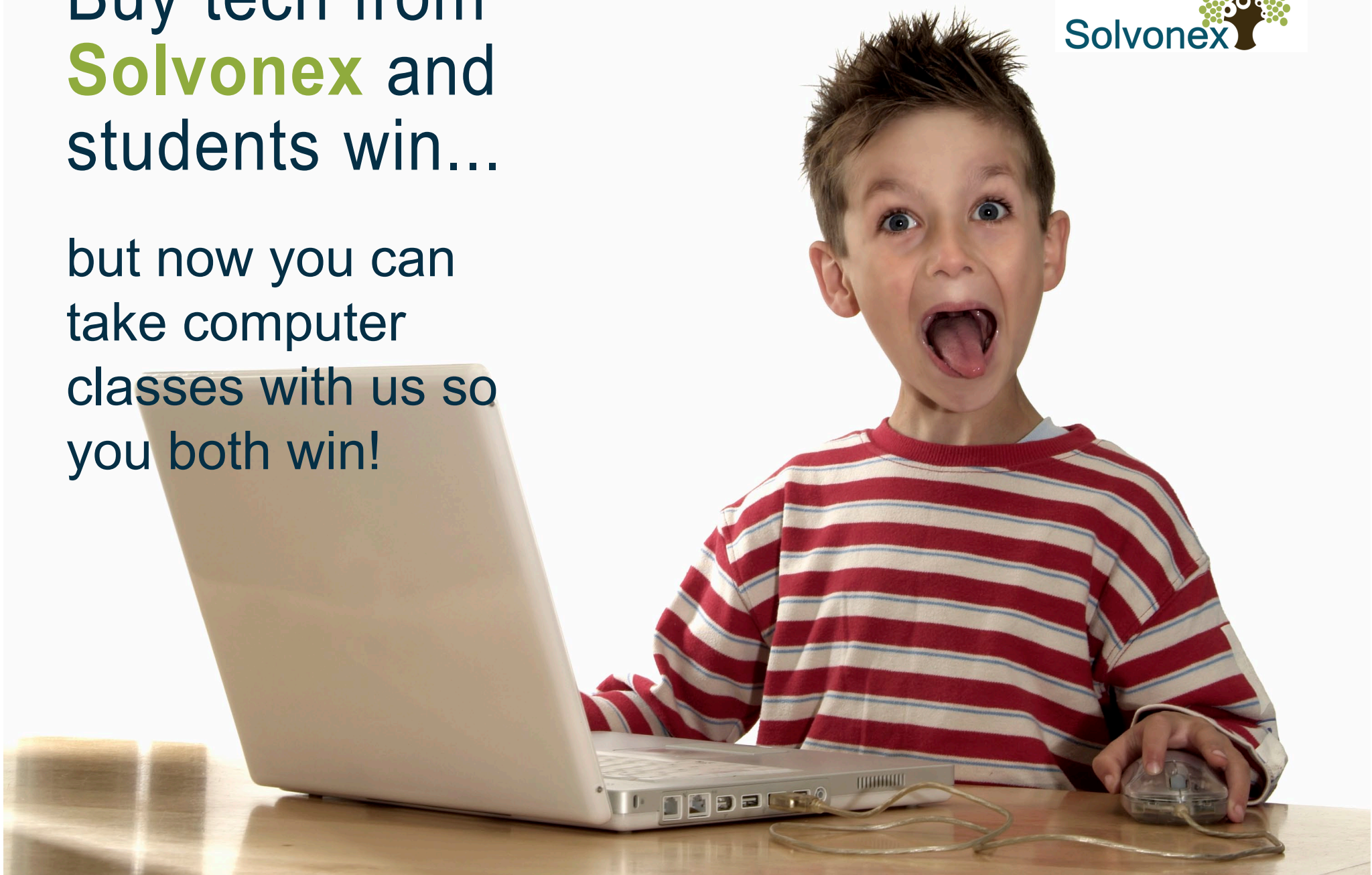
The Solvonex Online Store is now open.
We will be adding more products every day:
<http://Store.Solvonex.com>



Buy tech from **Solvonex** and students win...



but now you can take computer classes with us so you both win!



SOLUTIONS FROM SOLVONEX

HARDWARE & SOFTWARE

PCs, servers, laptops, netbooks, firewalls, networking, cabling, Microsoft, Kaspersky, McAfee, Symantec, educational, and more.

SPECIALTY ITEMS

Information security, disaster recovery, and technology strategy for businesses.

PC & console gaming including Xbox, PS3, Nintendo; Audio/Video such as TV, DVD, sound systems, speakers, and more. Wide variety of consumer electronics and home appliances to choose from.

TRAINING & CONSULTING

Computer Classes for adults are taught by Solvonex at Nativity Catholic School on nights and Saturdays starting February 2012. Contact us for more information or to register.

With the Solvonex Tech Buying Program, every purchase benefits Nativity.

Since the fall of 2007, Solvonex has provided technology solutions for Nativity Catholic School and Parish. To date, Solvonex has rebuilt the entire network from the ground up, as well as provided innovative PC and software solutions; secured all Nativity users and made Web browsing safer; rebuilt the computer lab; and implemented a mobile netbook solution for the students. Now, with the *Solvonex Tech Buying Program*, you can purchase the same tech solutions for your home, family, or your business. For every purchase made from Solvonex, a percentage of that purchase goes back to Nativity Catholic School. That's right. You buy a PC from Solvonex, and a percentage of the purchase goes back to the school. If your business buys software from Solvonex, a percentage of the total goes to the school. It's as simple as that ... you buy, and the school benefits. Money from the *Solvonex Tech Buying Program* goes to Nativity once a quarter.

The *Solvonex Tech Buying Program* is open to all Nativity parishioners, as well as any family members and businesses you refer. Feel free to browse through this catalog to see just a few of our latest offerings. Solvonex has thousands of available products at competitive prices, so please contact us if you want something specific or need help with ideas. Acceptable payment forms include cash, check, and all major forms of credit cards. You can also go to <http://Store.Solvonex.com> to buy online.

The Solvonex Online Store is Now Open for Business!

The Solvonex Online Store is now available at the following web address:

<http://Store.Solvonex.com>

You can purchase many of the products mentioned in this catalog in our online store plus so much more! Take a look around, register for a newsletter, or contact us for more product information. More products added every day.



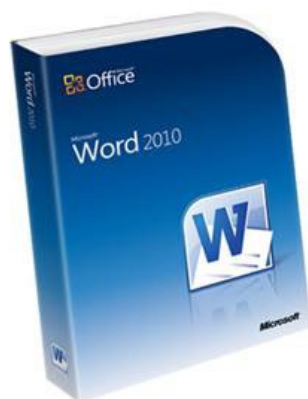
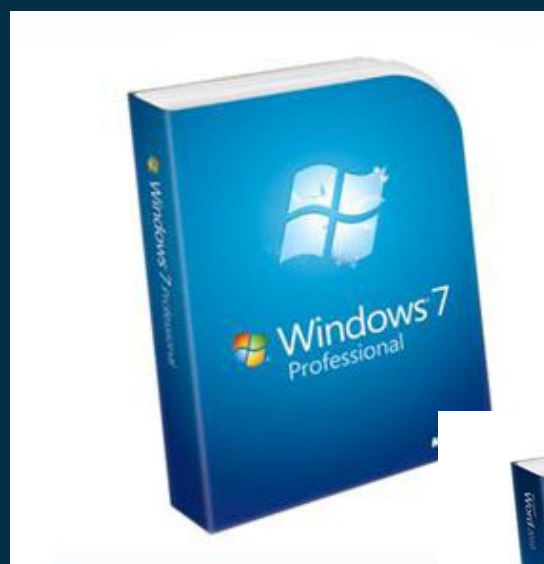
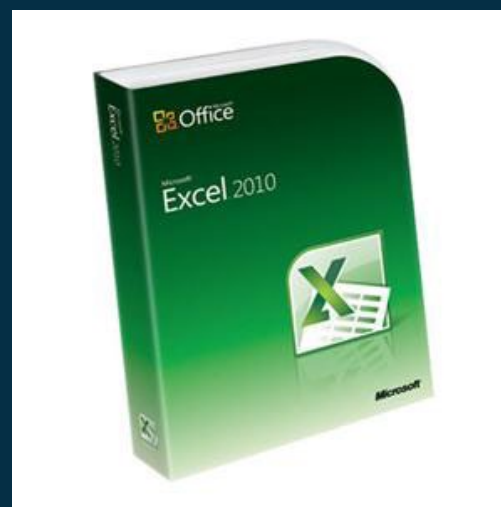
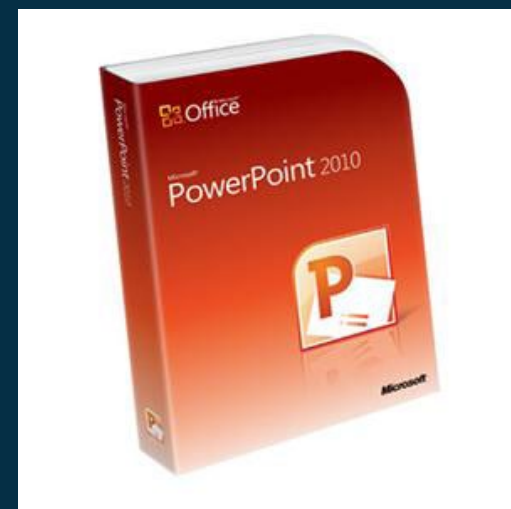
Solvonex Offers Computer Classes

Starting February 2012, Solvonex will offer computer classes for adults at Nativity Catholic School. This program is sponsored by Nativity Parish and is aimed at bettering your computing skills using the investments Nativity has made in technology over the past few years.

Classes include but are not limited to:

Introduction to PCs
Windows 7 Levels 1 and 2
Microsoft Word Levels 1, 2, and 3
Microsoft Excel Levels 1, 2, and 3
Microsoft PowerPoint
Microsoft Publisher
Computer Security Courses

Full classes descriptions can be found further in this catalog. Prices range between \$80 to \$135 for eight hour classes and include a student book and snacks.



Those who register and have paid in full have an opportunity to win one FujiFilm FinePix AX300 digital camera package in March, April, and May. The package includes a 4GB high speed SD card and batteries. Package valued at \$110.00. One winner per month max, and the participant must have attended at least one class.

Introduction to Personal Computers Using Windows® 7

Saturday, February 18th 8:30 AM to 5:15 PM

Course Objective: You will familiarize yourself with the basic components of personal computers, log on to Windows 7, explore the Windows 7 interface, manage files and folders, use the common tools and programs available in Windows 7, customize the Windows 7 desktop, and browse the Internet.

Target Student: This course is targeted to individuals who do not have any background, knowledge, or experience in computers and who need to use personal computers at home or the office.

Prerequisites: There are no prerequisites required for this course.

Upon successful completion of this course, students will be able to:

Examine the parts that make up a personal computer to familiarize yourself with the basic components and individual functions of each component; explore the Windows 7 operating system after logging on to it using the personal computer; manage files and folders using Windows Explorer; understand application software, and use common tools and applications that are part of the Windows 7 operating system such as the WordPad word processor, the Paint tool, the Calculator tool, among others; customize the Windows 7 desktop using the customizing tools and shortcuts to personalize the desktop to suit your business requirements; examine networking tools and features so that you can browse for information using the Internet.

Course Content

Lesson 1: Getting Started with Personal Computers

Topic 1A: Identify Personal Computer Basics

Topic 1B: Identify Input Devices

Topic 1C: Identify Output Devices

Topic 1D: Identify Storage Devices

Topic 1E: Set Up the Computer

Topic 1F: Examine Personal Computer Functionality

Lesson 2: Exploring Windows 7 Operating System

Topic 2A: Log On to Windows 7 Operating System

Topic 2B: Explore the Desktop

Topic 2C: Work with Windows

Topic 2D: Use Windows Help and Support

Topic 2E: Turn Off Personal Computers

Lesson 3: Managing Folders and Files

Topic 3A: Navigate to Folders with Windows Explorer

Topic 3B: Work with Folders and Files

Topic 3C: Copy Data on Storage Media

Lesson 4: Using Common Tools and Programs

Topic 4A: Examine Application Software

Topic 4B: Create a Document in WordPad

Topic 4C: Work with the Calculator

Topic 4D: Customize a Graphic with the Paint Tool

Lesson 5: Customizing the Windows 7 Desktop

Topic 5A: Customize the Start Menu

Topic 5B: Customize the Taskbar

Topic 5C: Personalize the Desktop

Topic 5D: Set a Screen Saver

Topic 5E: Add Gadgets

Lesson 6: Browsing the Internet

Topic 6A: An Overview of Networks

Topic 6B: Browse Websites with Internet Explorer 8 or 9



Microsoft® Windows® 7: Level 1

Saturday, March 10th, 8:30 AM to 5:15 PM

Course Objective: You will log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.

Target Student: This course is designed for any worker, business professional, or private individual who needs knowledge in operating systems and file management skills.

Prerequisites: To ensure your success in this course, we recommend that you take up the Introduction to Personal Computers course or possess equivalent experience.

Upon successful completion of this course, students will be able to:

Log on to Windows 7, explore its interface, and identify the different components present in the interface; customize the Windows 7 desktop; manage files and folders; use the common tools and programs available in Windows 7; browse the Internet.

Course Content

Lesson 1: Exploring Windows 7

Topic 1A: Identify Personal Computer Functionality

Topic 1B: Log On to Windows 7

Topic 1C: Explore the Desktop

Topic 1D: Work with Windows

Topic 1E: Access the Help and Support Feature

Topic 1F: Turn Off the Personal Computer

Lesson 2: Customizing the Windows 7 Desktop

Topic 2A: Customize the Start Menu

Topic 2B: Customize the Taskbar

Topic 2C: Personalize the Desktop

Topic 2D: Add Gadgets to the Desktop

Lesson 3: Managing Folders and Files

Topic 3A: Navigate to Folders Using Windows Explorer

Topic 3B: Work with Folders and Files

Topic 3C: Secure Folders and Files

Topic 3D: Organize Folders and Files

Topic 3E: Search for Folders and Files

Lesson 4: Using Common Tools and Programs in Windows 7

Topic 4A: Create a Document in WordPad

Topic 4B: Work with the Calculator

Topic 4C: Capture Screens Using the Snipping Tool

Topic 4D: Customize a Graphic with the Paint Tool

Lesson 5: Browsing the Internet

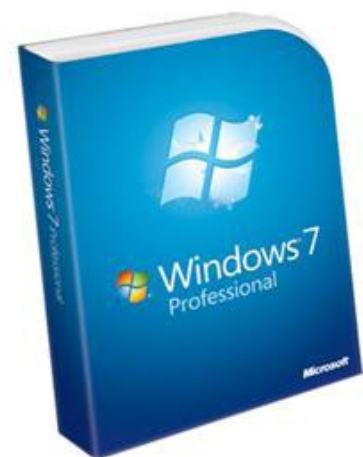
Topic 5A: Get Familiar with the Internet

Topic 5B: Browse Websites Using Internet Explorer 8 or 9

Topic 5C: Download and Install a Gadget

Appendix A: Windows 7 Keyboard Shortcuts

Appendix B: Personal Computer Basics



Microsoft® Windows® 7: Level 2

March 12-15, Monday-Friday, 6 PM to 8:15 PM

Course Description

This course is the second and the last in the series of Microsoft® Windows® 7 courses. This course is designed to provide you with skills that will help you manage some of the advanced tasks available in Windows® 7. In this course, you will familiarize yourself with the advanced customization techniques and work with applications and programs in Windows® 7. In addition to this, you will also work with Internet Explorer 8 or 9, manage network communications and data, and enhance system performance.

Target Student: This course is designed for any knowledge worker or business professional who needs operating system and file management skills.

Prerequisites: To ensure your success in this course, we recommend that you take the following courses, or have equivalent knowledge. Introduction to Personal Computers and Microsoft® Windows® 7: Level 1

Upon successful completion of this course, students will be able to:

Customize the Windows 7 environment; Configure user accounts; Work with applications in Windows 7; Work with devices. manage networks; Secure your system data; Enhance system performance; Work with Internet Explorer 8 or 9

Course Content

Lesson 1: Customizing the Windows 7 Environment

Topic 1A: Apply Aero Features

Topic 1B: Modify Display Settings

Lesson 2: Configuring User Accounts

Topic 2A: Create a User Account

Topic 2B: Manage User Accounts

Lesson 3: Working with Applications in Windows 7

Topic 3A: Schedule Tasks

Topic 3B: Work with Media Files

Topic 3C: Explore Games

Topic 3D: Manage Programs

Lesson 4: Working with Devices

Topic 4A: Modify Device Settings

Topic 4B: Configure Removable Devices

Lesson 5: Managing Networks

Topic 5A: An Overview of Networks

Topic 5B: Share Files and Folders

Topic 5C: Manage Offline Files

Lesson 6: Securing System Data

Topic 6A: Back Up Data

Topic 6B: Restore Data

Topic 6C: Apply Security Settings

Lesson 7: Enhancing System Performance

Topic 7A: Improve Processing Speed

Topic 7B: Optimize Power Consumption

Topic 7C: Configure Windows Update Settings

Topic 7D: Troubleshoot Problems

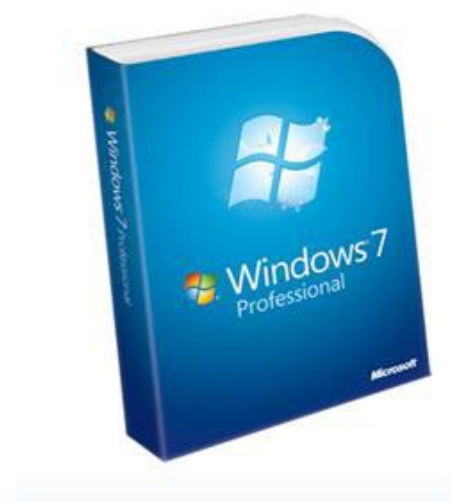
Lesson 8: Working with Internet Explorer 8 or 9

Topic 8A: Manage Favorites

Topic 8B: Manage History Files

Topic 8C: Configure Pop-Up Settings

Topic 8D: Configure Internet Security and Privacy Settings



Microsoft® Office Word 2010 Level 1

Saturday, March 17th 8:30 AM to 5:15 PM

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2010.

Target Student: This course is designed for students who wish to learn the basic operations of the Microsoft Word to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features such as protecting your documents and usage of ligatures.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of the introductory Windows courses, such as Introduction to PCs or Windows 7 Level 1.

Upon successful completion of this course, students will be able to:

Identify and work with basic Word 2010 tools and features; edit text in a Word document; modify the appearance of text in a Word document; insert special characters and graphical objects; organize data in tables; proof a Word document; control the appearance of pages in a Word document; print a Word document.

Course Content

Lesson 1: Getting Started with Word 2010

Topic 1A: Identify the Components of the Word Interface

Topic 1B: Customize the Word Interface

Topic 1C: Display a Document in Different Views

Topic 1D: Enter Text in a Document

Topic 1E: Save a Document

Lesson 2: Editing Text in a Word Document

Topic 2A: Select Text

Topic 2B: Modify Text

Topic 2C: Find and Replace Text

Lesson 3: Modifying the Appearance of Text in a Word Document

Topic 3A: Apply Character Formatting

Topic 3B: Align Text Using Tabs

Topic 3C: Display Text as List Items

Topic 3D: Modify the Layout of a Paragraph

Topic 3E: Apply Styles

Topic 3F: Manage Formatting

Topic 3G: Apply Borders and Shading

Lesson 4: Inserting Special Characters and Graphical Objects

Topic 4A: Insert Symbols and Special Characters

Topic 4B: Add Illustrations to a Document

Lesson 5: Organizing Data in Tables

Topic 5A: Insert a Table

Topic 5B: Modify a Table

Topic 5C: Format a Table

Topic 5D: Convert Text to a Table

Lesson 6: Proofing a Word Document

Topic 6A: Check Spelling and Grammar

Topic 6B: Use the Thesaurus

Lesson 7: Controlling the Appearance of Pages in a Word Document

Topic 7A: Apply a Page Border and Color

Topic 7B: Add a Watermark

Topic 7C: Add Headers and Footers

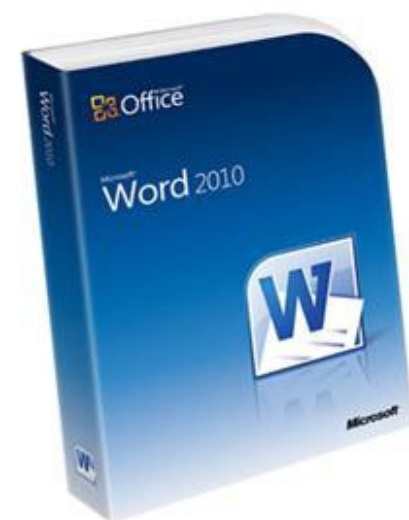
Lesson 8: Printing Word Documents

Topic 8A: Control Page Layout

Topic 8B: Preview and Print a Document

Appendix A: Microsoft Office Word 2010

Appendix B: Microsoft Office Word Expert 2010



Microsoft® Office Word 2010: Level 2

Monday-Thursday, March 19-22 6 PM to 8:30 PM

Course Objective: You will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

Target Student: This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist persons preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

Prerequisites: Students should be able to use Microsoft Word 2010 to create, edit, format, save, and print basic business documents containing text, tables, and graphics.

Upon successful completion of this course, students will be able to:

Manage lists; customize tables and charts; customize the formatting of a document using styles and themes; modify pictures in a document; create customized graphic elements; insert content using Quick Parts; control text flow; use templates to automate document creation; use the mail merge function; use macros to automate common tasks;

Course Content

Lesson 1: Managing Lists

Topic 1A: Sort a List

Topic 1B: Renumber a List

Topic 1C: Customize a List

Lesson 2: Customizing Tables and Charts

Topic 2A: Sort Table Data

Topic 2B: Control Cell Layout

Topic 2C: Perform Calculations in a Table

Topic 2D: Create Charts

Lesson 3: Creating Customized Formats with Styles and Themes

Topic 3A: Create or Modify a Text Style

Topic 3B: Create a Custom List or Table Style

Topic 3C: Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures

Topic 4A: Resize a Picture

Topic 4B: Adjust the Picture Appearance Settings

Topic 4C: Wrap Text Around a Picture

Topic 4D: Insert and Format Screenshots in a Document

Lesson 5: Creating Customized Graphic Elements

Topic 5A: Create Text Boxes and Pull Quotes

Topic 5B: Draw Shapes

Topic 5C: Add WordArt and Other Special Effects to Text

Topic 5D: Create Complex Illustrations with SmartArt

Lesson 6: Inserting Content Using Quick Parts

Topic 6A: Insert Building Blocks

Topic 6B: Create Building Blocks

Topic 6C: Modify Building Blocks

Topic 6D: Insert Fields Using Quick Parts

Lesson 7: Controlling Text Flow

Topic 7A: Control Paragraph Flow

Topic 7B: Insert Section Breaks

Topic 7C: Insert Columns

Topic 7D: Link Text Boxes to Control Text Flow

Lesson 8: Using Templates to Automate Document Creation

Topic 8A: Create a Document Based on a Template

Topic 8B: Create a Template

Lesson 9: Automating the Mail Merge

Topic 9A: Use the Mail Merge Feature

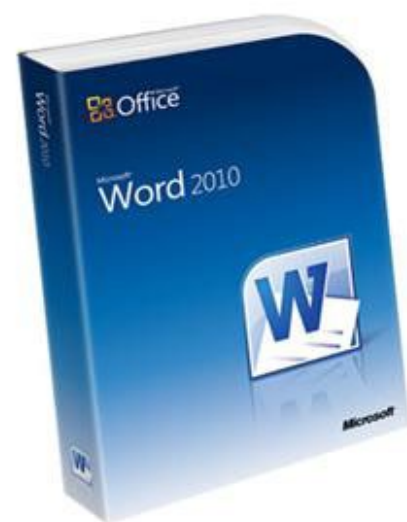
Topic 9B: Merge Envelopes and Labels

Topic 9C: Create a Data Source Using Word

Lesson 10: Using Macros to Automate Tasks

Topic 10A: Automate Tasks Using Macros

Topic 10B: Create a Macro



Microsoft® Office Word 2010: Level 3

Monday-Thursday, April 2-5 6 PM to 8:30 PM

Course Objective: You will create, manage, revise, and distribute documents.

Target Student: This course is designed for persons who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents.

Prerequisites: Students should be able to use Microsoft® Office Word 2010 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a web browser and an email program. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work.

Upon successful completion of this course, students will be able to:

Use Word with other programs; collaborate on documents; manage document versions; add reference marks and notes; simplify the use of long documents; secure a document; create forms;

Course Content

Lesson 1: Using Microsoft Office Word 2010 with Other Programs

Topic 1A: Link a Word Document to an Excel Worksheet

Topic 1B: Send a Document Outline to Microsoft® Office PowerPoint®

Topic 1C: Send a Document as an Email Message

Lesson 2: Collaborating on Documents

Topic 2A: Modify User Information

Topic 2B: Send a Document for Review

Topic 2C: Review a Document

Topic 2D: Compare Document Changes

Topic 2E: Merge Document Changes

Topic 2F: Review Track Changes and Comments

Topic 2G: Coauthor a Document

Lesson 3: Managing Document Versions

Topic 3A: Create a New Document Version

Topic 3B: Compare Document Versions

Topic 3C: Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

Topic 4A: Insert Bookmarks

Topic 4B: Insert Footnotes and Endnotes

Topic 4C: Add Captions

Topic 4D: Add Hyperlinks

Topic 4E: Add Cross-References

Topic 4F: Add Citations and a Bibliography

Lesson 5: Simplifying the Use of Long Documents

Topic 5A: Insert Blank and Cover Pages

Topic 5B: Insert an Index

Topic 5C: Insert a Table of Figures

Topic 5D: Insert a Table of Authorities

Topic 5E: Insert a Table of Contents

Topic 5F: Create a Master Document

Lesson 6: Securing a Document

Topic 6A: Hide Text

Topic 6B: Remove Personal Information from a Document

Topic 6C: Set Formatting and Editing Restrictions

Topic 6D: Add a Digital Signature to a Document

Topic 6E: Set a Password for a Document

Topic 6F: Restrict Document Access

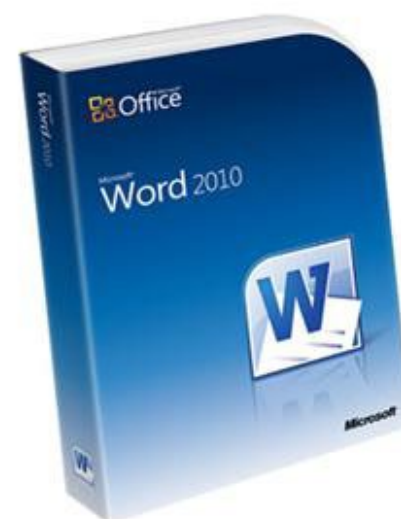
Lesson 7: Creating Forms

Topic 7A: Add Form Fields to a Document

Topic 7B: Protect a Form

Topic 7C: Automate a Form

Appendix A: Office Word Mobile 2010



Microsoft® Office Excel® 2010: Level 1

Saturday, April 14, 8:30 AM to 5:15 PM

Course Objective: You will create and edit basic Microsoft Office Excel 2010 worksheets and workbooks.

Target Student: This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. T

Upon successful completion of this course, students will be able to:

Create a basic worksheet by using Microsoft Excel 2010; perform calculations in an Excel worksheet; modify an Excel worksheet; modify the appearance of data within a worksheet; manage Excel workbooks; print the content of an Excel worksheet.

Course Content

Lesson 1: Getting Started with Excel

Topic 1A: Identify the Elements of the Excel Interface

Topic 1B: Navigate and Select Cells in Worksheets

Topic 1C: Customize the Excel Interface

Topic 1D: Create a Basic Worksheet

Lesson 2: Performing Calculations in an Excel Worksheet

Topic 2A: Create Formulas in a Worksheet

Topic 2B: Insert Functions in a Worksheet

Topic 2C: Reuse Formulas

Lesson 3: Modifying a Worksheet

Topic 3A: Edit Worksheet Data

Topic 3B: Find and Replace Data

Topic 3C: Manipulate Worksheet Elements

Lesson 4: Modifying the Appearance of a Worksheet

Topic 4A: Apply Font Properties

Topic 4B: Add Borders and Colors to Cells

Topic 4C: Align Content in a Cell

Topic 4D: Apply Number Formatting

Topic 4E: Apply Cell Styles

Lesson 5: Managing an Excel Workbook

Topic 5A: Manage Worksheets

Topic 5B: View Worksheets and Workbooks

Lesson 6: Printing Excel Workbooks

Topic 6A: Define the Page Layout

Topic 6B: Print a Workbook

Appendix A: Microsoft Office Excel 2010 Exam 77–882



Microsoft® Office Excel® 2010: Level 2

Saturday, April 21, 8:30 AM to 5:15 PM

Course Objective: You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Target Student: This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

Prerequisites: Before starting this course, students are recommended to take the following course or have equivalent knowledge: Microsoft® Office Excel® 2010: Level 1.

Upon successful completion of this course, students will be able to:

Use advanced formulas; organize worksheet and table data using various techniques; create and modify charts; analyze data using PivotTables, Slicers, and PivotCharts; insert and modify graphic objects in a worksheet; customize and enhance workbooks and the Microsoft Office Excel environment.

Course Content

Lesson 1: Calculating Data with Advanced Formulas

Topic 1A: Apply Cell and Range Names

Topic 1B: Calculate Data Across Worksheets

Topic 1C: Use Specialized Functions

Topic 1D: Analyze Data with Logical and Lookup Functions

Lesson 2: Organizing Worksheet and Table Data

Topic 2A: Create and Modify Tables

Topic 2B: Format Tables

Topic 2C: Sort or Filter Data

Topic 2D: Use Functions to Calculate Data

Lesson 3: Presenting Data Using Charts

Topic 3A: Create a Chart

Topic 3B: Modify Charts

Topic 3C: Format Charts

Lesson 4: Analyzing Data Using PivotTables, Slicers, and PivotCharts

Topic 4A: Create a PivotTable Report

Topic 4B: Filter Data Using Slicers

Topic 4C: Analyze Data Using PivotCharts

Lesson 5: Inserting Graphic Objects

Topic 5A: Insert and Modify Pictures and ClipArt

Topic 5B: Draw and Modify Shapes

Topic 5C: Illustrate Workflow Using SmartArt Graphics

Topic 5D: Layer and Group Graphic Objects

Lesson 6: Customizing and Enhancing the Excel Environment

Topic 6A: Customize the Excel Environment

Topic 6B: Customize Workbooks

Topic 6C: Manage Themes

Topic 6D: Create and Use Templates



Microsoft® Office Excel® 2010: Level 3

Saturday, April 28, 8:30 AM to 5:15 PM

Course Objective: You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

Target Student: This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

Prerequisites: To ensure your success, we recommend that you first take the following or have equivalent knowledge:

Microsoft® Office Excel® 2010: Level 1

Microsoft® Office Excel® 2010: Level 2

Course Objectives

Upon successful completion of this course, students will be able to:

Enhance productivity and efficiency by streamlining the workflow; collaborate with other workbook users; audit worksheets; analyze data; work with multiple workbooks; import and export data; integrate Excel data with the web; structure workbooks with XML.

Course Content

Lesson 1: Streamlining Workflow

Topic 1A: Update Workbook Properties

Topic 1B: Create a Macro

Topic 1C: Edit a Macro

Topic 1D: Apply Conditional Formatting

Topic 1E: Add Data Validation Criteria

Lesson 2: Collaborating with Other Users

Topic 2A: Protect Files

Topic 2B: Share a Workbook

Topic 2C: Set Revision Tracking

Topic 2D: Review Tracked Revisions

Topic 2E: Merge Workbooks

Topic 2F: Administer Digital Signatures

Topic 2G: Restrict Document Access

Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells

Topic 3B: Troubleshoot Invalid Data and Formula Errors

Topic 3C: Watch and Evaluate Formulas

Topic 3D: Create a Data List Outline

Lesson 4: Analyzing Data

Topic 4A: Create a Trendline

Topic 4B: Create Sparklines

Topic 4C: Create Scenarios

Topic 4D: Perform a What-If Analysis

Topic 4E: Perform a Statistical Analysis with the Analysis ToolPak

Lesson 5: Working with Multiple Workbooks

Topic 5A: Create a Workspace

Topic 5B: Consolidate Data

Topic 5C: Link Cells in Different Workbooks

Topic 5D: Edit Links

Lesson 6: Importing and Exporting Data

Topic 6A: Export Excel Data

Topic 6B: Import a Delimited Text File

Lesson 7: Integrating Excel Data with the Web

Topic 7A: Publish a Worksheet to the Web

Topic 7B: Import Data from the Web

Topic 7C: Create a Web Query

Lesson 8: Structuring Workbooks with XML

Topic 8A: Develop XML Maps

Topic 8B: Import and Export XML Data



Microsoft® Office PowerPoint® 2010 Level 1

Monday-Thursday, April 23-26 6 PM to 8:30 PM

Course Objective: You will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity. To enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Target Student: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2010.

Prerequisites: Students should be familiar with using personal computers, and have used a mouse and keyboard. Students should have completed the following courses or possess equivalent knowledge before starting with this course:
Introduction to PCs or Windows 7 Level 1.

Course Objectives

Upon successful completion of this course, students will be able to:

Identify the components of the PowerPoint 2010 interface; create a presentation; format text on slides; add graphical objects to a presentation; modify graphical objects in a presentation; work with tables in a presentation; add charts to a presentation; prepare to deliver a presentation.

Course Content

Lesson 1: Getting Started with PowerPoint

Topic 1A: Identify the Elements of the User Interface
Topic 1B: View Presentations
Topic 1C: Save a Presentation
Topic 1D: Use Microsoft PowerPoint Help

Lesson 2: Creating a Basic Presentation

Topic 2A: Select a Presentation Type
Topic 2B: Enter Text
Topic 2C: Edit Text
Topic 2D: Format Text Placeholders
Topic 2E: Add Slides to a Presentation
Topic 2F: Arrange Slides
Topic 2G: Work with Themes

Lesson 3: Formatting Text on Slides

Topic 3A: Apply Character Formats
Topic 3B: Format Paragraphs

Lesson 4: Adding Graphical Objects to a Presentation

Topic 4A: Insert Images into a Presentation
Topic 4B: Add Shapes
Topic 4C: Add Visual Styles to the Text in a Presentation

Lesson 5: Modifying Graphical Objects in a Presentation

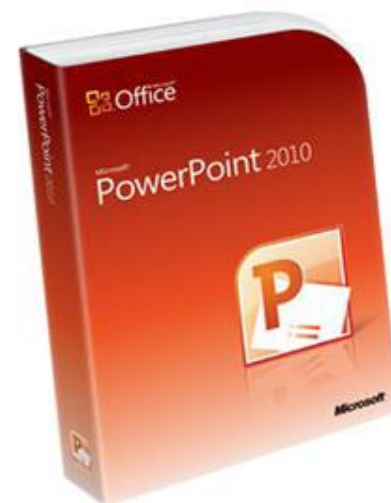
Topic 5A: Edit Graphical Objects
Topic 5B: Format Graphical Objects
Topic 5C: Group Graphical Objects on a Slide
Topic 5D: Arrange Graphical Objects on a Slide
Topic 5E: Apply Animation Effects

Lesson 6: Working with Tables

Topic 6A: Insert a Table
Topic 6B: Format Tables
Topic 6C: Import Tables from Other Microsoft Office Applications
Lesson 7: Working with Charts

Topic 7A: Insert Charts
Topic 7B: Modify a Chart
Topic 7C: Import Charts from Other Microsoft Office Applications

Lesson 8: Preparing to Deliver a Presentation
Topic 8A: Review the Content in a Presentation
Topic 8B: Divide a Presentation into Sections
Topic 8C: Add Transitions
Topic 8D: Add Speaker Notes
Topic 8E: Print a Presentation
Topic 8F: Deliver a Presentation



Microsoft® Office PowerPoint® 2010: Level 2

Saturday, May 5, 8:30 AM to 5:15 PM

Course Objective: You will enhance your presentation by using features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

Target Student: This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work.

Prerequisites: To ensure your success, we recommend that you first take one of Element K's introductory courses, such as Microsoft® Office PowerPoint® 2010 : Level 1, or have equivalent knowledge and skills.

Course Objectives

Upon successful completion of this course, students will be able to:

Customize the PowerPoint environment; customize a design template; add SmartArt graphics to a presentation; add special effects to a presentation; customize a slide show; collaborate on a presentation; secure and distribute a presentation.

Course Content

Lesson 1: Customizing the PowerPoint Environment

Topic 1A: Customize the PowerPoint Interface

Topic 1B: Set Options for Working with PowerPoint

Lesson 2: Customizing a Design Template

Topic 2A: Set Up a Slide Master

Topic 2B: Create Custom Slide Layouts

Topic 2C: Add Headers and Footers

Topic 2D: Modify the Notes Master

Topic 2E: Modify the Handout Master

Lesson 3: Adding SmartArt Graphics to a Presentation

Topic 3A: Insert SmartArt Graphics

Topic 3B: Modify SmartArt Graphics

Lesson 4: Adding Special Effects to a Presentation

Topic 4A: Add Multimedia Elements

Topic 4B: Customize Slide Component Animations

Lesson 5: Customizing a Slide Show

Topic 5A: Set Up a Custom Slide Show

Topic 5B: Annotate a Presentation

Topic 5C: Create a Presenter-Independent Slide Show

Topic 5D: Set Up a Slide Show to Repeat Automatically

Lesson 6: Collaborating on a Presentation

Topic 6A: Review a Presentation

Topic 6B: Publish Slides to a Slide Library

Topic 6C: Restrict Access to a Shared Presentation

Topic 6D: Share a Presentation Using PowerPoint Web App

Lesson 7: Securing and Distributing a Presentation

Topic 7A: Broadcast a Presentation

Topic 7B: Convert a Presentation into a Video

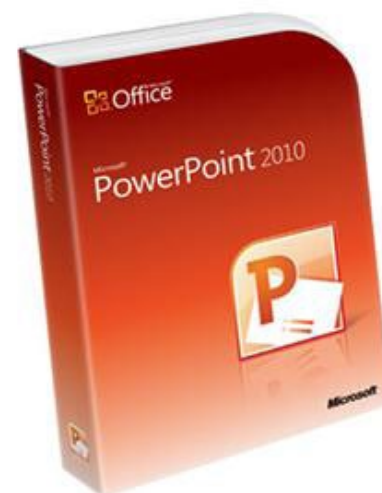
Topic 7C: Package a Presentation

Topic 7D: Publish a Presentation to Other File Formats

Topic 7E: Secure a Presentation

Appendix A: PowerPoint Mobile 2010

Appendix B: Math Equation Support



Computer Security Awareness (Fourth Edition)

Saturday May 19, 8:30 AM to 6:30 PM

Course Objective: You will identify and apply security techniques.

Target Student: This course is intended for end users who use computers at home or in the office.

Prerequisites: Students should understand fundamental computer concepts, such as how to run applications, manage files, and use a web browser.

Course Objectives

Upon successful completion of this course, students will be able to:

Describe the importance of securing information; identify the different ways to guard yourself against social engineering exploits; describe the security practices related to computers, mobile devices, networks, and the Internet; maintain the security of the files and folders stored on your computing devices; identify and protect information against risks associated with the cyber world; identify potential security incidents, ways to respond in the event of a possible breach, and measures to prevent a security breach; identify methods to keep the cloud and virtualized environments secured.

Course Content

Lesson 1: Securing Information

Topic 1A: Examine Information Security

Topic 1B: Implement Physical Security Measures

Topic 1C: Examine Cyber Security

Lesson 2: Guarding Against Social Engineering Exploits

Topic 2A: Identify Social Engineering Exploits

Topic 2B: Counteract Social Engineering Exploits

Topic 2C: Evolve Social Engineering Organization Policies

Lesson 3: Identifying Security Measures

Topic 3A: Strengthen Desktop Security

Topic 3B: Strengthen Software Security

Topic 3C: Strengthen Browser Security

Topic 3D: Strengthen Network Security

Topic 3E: Secure Wireless Networks

Topic 3F: Strengthen Mobile Security

Lesson 4: Maintaining File System Security

Topic 4A: Implement File System Security in Windows 7

Topic 4B: Back Up and Restore Data

Topic 4C: Dispose of Data Securely

Lesson 5: Guarding Against Attacks

Topic 5A: Protect a Computer from Security Threats

Topic 5B: Protect Computers from Virus Attacks

Topic 5C: Protect Computers from Social Network Threats

Lesson 6: Handling Security Breaches

Topic 6A: Identify Incidents

Topic 6B: Respond to Incidents

Lesson 7: Identifying Cloud Computing And Virtualization Security Methods

Topic 7A: Fundamentals of Cloud Computing

Topic 7B: Fundamentals of Virtualization

Appendix A: Security and Privacy Regulations



Microsoft® Publisher 2010

Saturday May 26, 8:30 AM to 5:15 PM

Course Objective: You will create, format, edit, and distribute publications.

Target Student: This course is intended for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft® Publisher 2010 to create, layout, and edit publications.

Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers.

Course Objectives

Upon successful completion of this course, students will be able to:

Get familiar with the Publisher 2010 environment and start working on a publication; modify the layout and structure of a publication; format text in a publication; edit the contents in a publication; format graphics in a publication.
prepare a publication for distribution.

Course Content

Lesson 1: Getting Started with Publisher 2010

Topic 1A: Identify the Components of the Publisher Interface

Topic 1B: Customize the Publisher Interface

Topic 1C: Create a Basic Publication

Topic 1D: Add Content to a Publication

Lesson 2: Modifying the Layout and Structure of a Publication

Topic 2A: Import Text into a Publication

Topic 2B: Organize Text Boxes and Picture Placeholders in a Layout

Topic 2C: Control the Display of Content in Text Boxes

Topic 2D: Insert Common Layout Elements

Topic 2E: Use Building Blocks

Lesson 3: Formatting Text in a Publication

Topic 3A: Format Text

Topic 3B: Format Paragraphs

Topic 3C: Apply Paragraph Styles

Topic 3D: Apply Schemes

Lesson 4: Editing Content in a Publication

Topic 4A: Edit Text in a Publication

Topic 4B: Present Content in Tables

Topic 4C: Review Text in a Publication

Topic 4D: Insert Symbols and Special Characters

Lesson 5: Formatting Graphics in a Publication

Topic 5A: Customize the Appearance of Pictures

Topic 5B: Add Graphical Objects to a Publication

Lesson 6: Preparing a Publication for Distribution

Topic 6A: Check the Design of a Publication

Topic 6B: Save a Publication for Distribution

Topic 6C: Preview and Print a Publication

Topic 6D: Send a Publication by Email



Come to the Reverse Raffle at Nativity on January 28th, and buy a chance to win this Windows 7 Tablet Bundle!



Donated by funds from a very generous parishioner and Solvonex, this Acer Tablet bundle features the following items:

Acer ICONIA Tab W500-C52G03iss 10.1" LED Tablet PC - Wi-Fi - AMD Fusion C-50 1 GHz Multi-touch Screen 1280 x 800 WXGA Display - 2 GB RAM - 32 GB SSD - AMD Graphics Card - Bluetooth - Webcam - Genuine Windows 7 Home Premium - 6 Hour Battery - HDMI. One Year Acer Warranty

Netgear DSL/Cable Modem Wireless Router

HP InkJet Printer & Cable

Microsoft Office 2010 Small Business Full Installed

Kaspersky Internet Security 2012

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Mega bundle includes the Microsoft Office 2010 Home & Student; "Armored" Laptop Bag (four colors are available); Kaspersky Internet Security 2012 Protection; 8GB USB Thumb drive; USB External DVD-RW Drive; USB Mouse; a spare stylus; and Logitech speakers. Solvonex will pre-install & patch all software which includes the operating system; MS Office; Adobe Reader, Flash, AIR, and Shockwave; & JAVA.

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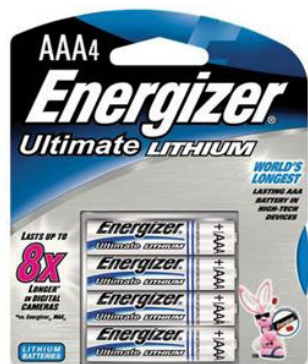
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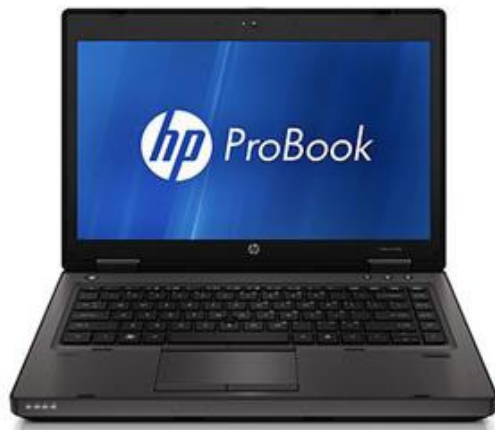
HP Officejet Pro 8000
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